

GENERAL SERVICES ADMINISTRATION

Washington, DC 20405

June 5, 1992

FIRMR BULLETIN C-33

TO: Heads of Federal agencies

SUBJECT: Information Resources Procurement and Management Review
(IR/PMR) Program

1. Purpose. This bulletin describes the procedures that agencies should follow and the actions that GSA will take in carrying out the IR/PMR Program.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Contents.

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4. Related material.

- a. FIRMR 201-11.003
- b. FIRMR 201-22.2

5. Information and assistance.

- a. For information and guidance concerning the IR/PMR Program previous IR/PMR reports, contact:

TC 90-4

FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION
APPENDIX B

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6. Definitions.

"Agency" means Federal agency, as defined in FIRMR Part 201-4.

"Federal agency" means any executive agency or any establishment in the legislative or judicial branch of the Government, except the Senate, the House of Representatives, the Architect of the Capitol, and any activities under the Architect's direction (see 40 U.S.C. 472(b)).

7. Acronyms.

APR	Agency Procurement Request
DPA	Delegation of Procurement Authority
DSO	Designated Senior Official
FIP	Federal Information Processing
IRM	Information Resources Management
IR/PMR	Information Resources Procurement and Management Reviews

8. Background.

a. GSA is authorized by the Federal Property and Administrative Services Act of 1949, as amended by the Brooks Act and other subsequent Acts, and by the Paperwork Reduction Act, as amended, to acquire and manage most Federal Information Processing (FIP) resources. GSA, however, redelegates many of its authorities to Federal agencies, including its procurement authority for FIP resources. At the inception of the IR/PMR Program more than ten years ago, the GSA reviews were used to determine the adequacy of agencies' management and oversight of delegated procurement authority for FIP resources. Since that time, however, the scope of the program has been significantly broadened to include management and organizational issues relating to all IRM functional areas, as well as the acquisition, management and use of FIP resources.

b. GSA manages another IRM review program, known as the "Federal IRM Review Program." This program is managed under a delegation from the Office of Management and Budget (OMB). The

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Federal IRM Review Program is one of agency-conducted IRM reviews. GSA collects and assesses the IRM reviews and then reports the results to OMB. GSA and OMB focus significant attention on how well an agency carries out its responsibilities as required by the Paperwork Reduction Act, Section 3506. Requirements of the Federal IRM Review Program are specified in FIRMR Bulletin C-6.

9. Applicability. The IR/PMR Program applies to all Federal Agencies.

10. Objectives of the program.

The principal objectives of the Information Resources Procurement and Management Review (IR/PMR) Program are to:

- a. evaluate the effectiveness of agency information resources management (IRM) programs in supporting agency mission objectives;
- b. assist agency management to improve the planning, budgeting and controlling of its IRM activities and resources through third party objective assessment of the agency's IRM program management processes and controls;
- c. alert agency management to opportunities for improving the agency's IRM program and methods for increasing their effectiveness in supporting agency missions;
- d. assess the agency's management of delegated FIP acquisition authority; and
- e. share information regarding IRM and acquisition management experiences and lessons learned from performing comprehensive IR/PMRs, and through development of model IRM programs.

11. Program description. The IR/PMR identifies and affirms existing effective management processes and controls, and identifies opportunities for improving the agency's IRM program. The IR/PMR also identifies potential risks and problem areas related to IRM and supporting acquisition management practices. GSA offers specific recommendations regarding key functional areas related to strategic IRM planning, pre-acquisition strategies and controls, and information systems modernization which can strengthen the agency's programs. Results of the IR/PMRs determine the appropriate level of procurement authority

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GSA delegates to an agency. Specifically, an agency's regulatory thresholds may remain unchanged, or can be increased or decreased, as provided by the FIRMR.

12. Procedures.

a. GSA reviews the agencies on a routine schedule.

Normally, the schedule will call for an IR/PMR of a given agency every three years. During these reviews, the following functional areas may be examined:

- (1) IRM organization
- (2) Strategic IRM planning
- (3) Procurement/contracting for FIP resources
- (4) Internal oversight/delegation of authority
- (5) Hardware and software modernization initiatives
- (6) Records management
- (7) Verification of analyses and studies certified as completed in agency APRs.
- (8) IRM review program
- (9) Special emphasis areas:

- Computer accommodation for end users with disabilities

- Trail boss initiatives

b. The IR/PMR is conducted in five phases:

(1) Pre-Review - This phase consists of gathering background information on the agency to determine the scope of the review; sending an entrance letter to the agency's DSO; and reviewing and analyzing documentation provided by the agency.

(2) On-site Review - This phase is initiated with the entrance interview and encompasses the functional area review, mid-review assessment, on-site wrap-up, review closeout, and management briefings by GSA to agency officials.

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(3) Report Generation - During this phase, the draft report is prepared, an exit conference is conducted with the agency, the draft report is transmitted to the agency, any subsequent agency comments on the draft report are reconciled, and the final report is prepared.

(4) Review Closeout - The agency's performance in each functional area is evaluated and GSA makes a determination with regard to the appropriate procurement authority. This decision is communicated to the agency.

(5) Review Follow-up - During this phase, GSA and the agency work together to effect improvements in the agency's IRM program. Agencies submit an action plan which describes specific plans and provides milestones with dates. Once GSA has approved the action plan, semi-annual status reports are provided until the agency has implemented all of GSA's recommendations.

13. Agency responsibilities. Agencies should perform the following tasks:

- a. Submit pre-review documentation in response to GSA's entrance letter to the DSO.
- b. Provide office space for use by the GSA review team during the on-site phase of the review.
- c. Cooperate with the GSA review team.
- d. In accordance with FIRMR Part 201-22.2, agencies are required to:

(1) Submit comments on the factual content of the draft report within 30 calendar days of receipt of the report.

(2) Submit an action plan to GSA within 90 calendar days of receipt of the final report.

(3) Submit a progress report every six months until GSA is satisfied that the recommendations are adequately implemented.

THOMAS J. BUCKHOLTZ
Commissioner
Information Resources
Management Service

